

TOWN OF SOUTH BETHANY

BUILDING CODE/ENFORCEMENT POSITION

The Town of South Bethany, Delaware is seeking applications from qualified individuals for the position of Building Code/Enforcement Officer. This is a responsible position in the field of code compliance and enforcement and adherence to construction regulations and specifications. The successful candidate should possess strong but tactful interpersonal communication and writing skills and should be a self-starter and have the ability to plan and carry out a wide variety of tasks and assignments. Computer proficiency, including knowledge of Windows, MS Word, and Excel are necessary. The Building Code/Enforcement Officer will act as the National Flood Insurance Program (NFIP) Coordinator and the Community Rating System (CRS) Coordinator for the Town. High school diploma (or equivalent) with a minimum of two years, progressively, of construction, building inspection, and/or code enforcement experience and/or training. A valid driver's license is required. Salary is commensurate with experience. Application/position description is attached. Send or email resume and completed employment application to townmanager@southbethany.org. Applications will be received until close of business on Friday, May 5, 2023.

THE TOWN OF SOUTH BETHANY IS AN EQUAL OPPORTUNITY EMPLOYER.

**TOWN OF SOUTH BETHANY
BUILDING CODE OFFICIAL/CODE ENFORCEMENT
POSITION DESCRIPTION**

TITLE: Building Code/Code Enforcement Official
DEPARTMENT: Code Enforcement
REPORTS TO: Town Manager
STATUS: Non-Exempt

General Summary: This position requires the knowledge of general construction practices, ability to follow, decipher, and implement guidelines of the ICC, read, and understand site plans and construction drawings, uphold the enforcement of Town Code, issue building permits, understand zoning, and conduct inspections as required by the Town and/or other regulatory agencies. Directs the Deputy Code Enforcement Officer to assist with code infractions and inspections.

Duties and Responsibilities:

- Assist administrative staff with completing the necessary paperwork for Board of Adjustment hearings, delivery of permits and licenses, and other various duties provided to the Code Department.
- Issue, maintain property files and follow through on all building permits.
- Verify applicable Town codes and regulations have been met as well as applicable State and County requirements.
- Act as National Flood Insurance Program (NFIP) Coordinator and the Community Rating System (CRS) Coordinator. Delegate Deputy Code Enforcement Officer to organize paperwork and necessary documentation to apply for the programs and maintain Town records for recertification. Delegate Deputy to attend CRS meetings and/or classes and provide input to Coordinator on any changes or updates to the program.
- Provide daily projects and delegate duties to the Deputy Code Enforcement Officer.
- Responsible for implementation and coordination of all stormwater requirements (Federal, State & Local).
- Visit, or delegate Deputy to visit construction sites daily to ascertain that the approved plans are being followed and issue a "Stop Work Order" if changes or violations are found, conduct daily inspections on active permits, follow through with confirming that all contractors have permits on-site for work permitted, issue Certificates of Occupancy after a final inspection.
- Respond to complaints regarding vegetation or ordinance violations, or delegate to Deputy.
- Enforce all policies, laws, and chapters of the Town Code pertaining to Code Enforcement. Issue notification on any violation thereof.
- Issue monthly reports as required or requested, to the Town Manager, County, and/or State regarding building permits issued.
- Act as a liaison between the Town and Federal/State/Local agencies for Town projects and, if requested by the Town Manager or Council, oversee coordination of Town construction projects.
- Conduct annual inspections on bulkheads, oceanfront property inspections for non-compliance, right-of-way encroachment inspections for non-compliance and/or any other inspections required by Town Code.
- Represent the Town at Board of Adjustment (BOA) and Planning Commission (PC) hearings/meetings and Town Council meetings, as requested/required.
- Receive, log, and track all complaints; ensure all complaints are addressed in a timely manner.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of general construction practices including determining appropriate fees. Must be able to meet and deal with the public in a firm but fair and diplomatic manner, reach logical conclusions, and be able to support the same. Must have the ability to make independent decisions and work effectively with others. Must have a working knowledge of computers and the ability to maintain adequate, organized records and prepare reports. High School Diploma (or equivalent) with a minimum of two years, progressively, of construction, building inspection, and/or code enforcement experience and/or training. Supervisory experience preferred as well as experience in municipal government. Work is performed in indoor and outdoor environments. A Town vehicle will be provided for inspection responsibilities, requiring a valid driver's license for the position. Attendance at night meetings may be required. Must be able to perform essential functions of the job including occasional lifting and physical assistance to Public Works. Dealing with the public and homeowners may at times require tact and patience. The position may require enforcement of the Code on weekends or out of normal working hours.